AQUILENT

SeaPort

Virtual SYSCOM SeaPort

Release 35 System Changes Overview

Version 1.0

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Document Status

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Document Description	This document contains a synopsis of major updates and/or enhancements to the SeaPort portal as a result of Release 35.

Document History

Version	Date	Changed By	Description
0.1	10/19/2005	Aquilent	System changes updates for Release 35 beta deployment
1.0	10/31/2005	Aquilent	Final for Release 35

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1   System Overview

1.1   Header Navigation

The Header navigation contains a new item: Helpdesk Login. This page provides a form for users to submit a helpdesk ticket.

1.2   Helpdesk Utility

A new form was added to allow users to submit helpdesk tickets via the portal. Tickets submitted via the Helpdesk Utility will be automatically logged and routed to the SeaPort Support Team

Selecting the Helpdesk Login link in the Header navigation starts the Helpdesk process. A second window will automatically open and log the user into the Helpdesk Utility. From this screen, the user can classify the nature of the new helpdesk ticket and can supply a full description of the issue. Once submitted, the user will receive an email outlining the content of the helpdesk ticket submitted, and will be redirected to a confirmation message. The fields on the Helpdesk Utility page include:

   ? Ticket Type

   ? Effort Type

   ? Portal Feature

   ? Package or Event Identifier

   ? Subject

   ? Description

1.3   Document Library

The Document Library has been changed to afford the user greater flexibility in applying default filters to their view. The page now contains three tabs:

   ? My View – the main page of the Document Library, *My View* applies the filters assigned in the user's *Preferences* tab to return the list of procurement packages matching the chosen criteria.

   ? Advanced View – this page offers a fully expanded set of filtering capabilities, as well as a full set of columns in the search results pane

   ? Preferences – this view allows the user to specify the filters they wish to see on their default *My View* tab, as well as any values they wish to automatically assign to the chosen filters. In addition, the user can also specify which columns to display in the search results pane.

1.4   Updated Role Descriptions

Updated role descriptions have been added to the Access Government Portal Registration page.

2   Purchase Request

2.1   Set Asides

The list of set-aside categories has been expanded. Previously, the user could select Full Set Aside, Unrestricted, or Cascading. SeaPort now provides the following selections:

? Unrestricted

? Protected– 8(a)

? Protected– SDVOSB

? Protected – HUBZone

? 100% Small Business Set Aside

The set-aside selection will appear on the cover page of the Solicitation Document. The appropriate clauses will be incorporated based upon the user's set-aside selection.

Please note that the Cascading Set-Aside feature has been disabled.

2.2   Multiple Contractor References

The system now supports the ability to reference multiple contractors when citing previous work on the PR Wizard screen. Previously this field appeared to only accept one contractor's name.

2.3   Restrict Attachment Types

The system now restricts file attachment extensions that may be uploaded to the Attachments panel to a qualified list. The allowed file types now match those allowed by NAFI for upload.

3   Solicitation Document / Bid Evaluation

3.1   Remove Date Issued

The Date Issued field on the Solicitation Document's Administrative panel has been removed. The date will now default to the date the solicitation document is locked.

3.2   PCO Notification on DSB Set-Aside Review

The PCO will now be notified via email when the DSB has submitted the set-aside review.

3.3   Support for Multi-Activity DSBs

The system now provides the ability for a designated Deputy for Small Business (DSB) to be selected from other activities within a command. Previously, DSBs were not available for selection on the Advisors panel for subordinate activities. As such, they could not be designated to perform small business subcontracting plan reviews.

3.4   Indicate When SB Subcontracting Goals Not Submitted

PCO users will now have an indication on the Award Determination Subcontracting Goals and Subcontracting Plan pages when a vendor has submitted a bid and elected to not enter subcontracting goals.

3.5   Restrict Visibility Into Bid Data

Only Event Creators will have the ability to access and view finalized bids within the Vendor Portal. This change was made to be consistent with the more restrictive Award Process visibility that was previously deployed. This restriction only applies to bid data, not event access in general.

4   Task Order

4.1   Creating Informational SLINs within Priced CLINs

SeaPort now provides users the capability to create Informational SLINs within Priced CLINs. This can be done from within the Funding tab found under the Priced CLIN's detail page.

An *Incrementally Fund* button will be displayed only for Priced CLINs. Choosing this button will enable the user to supply Informational SLINs below their Priced CLIN (and, by extension, break out separate Fund Types and Lines of Accounting). Once selected, the user can enter the Cumulative Funded Amount broken out by Cost & Fixed Fee, and can also enter a Description and Funding Amount for each Informational SLIN added. The page also provides the capability to add additional Informational SLINs for that Priced CLIN.

4.2   LLA Manager

The system now provides the ability to enter accounting information (using the 'Other' LLA format) for multiple SLINs from one page, the LLA Manager. Fields on the LLA Manager page include:

- ? ACRN
- ? PR Number
- ? Standard Doc Number
- ? Accounting Info
- ? LLA ('Other' format)

4.3   Attachments For Split Awards

For split task order awards, the system will now copy over all attachments previously uploaded to the Attachments section to the resulting task order packages.

4.4   DD350s Now Required for Funding Actions

The option to not submit a DD350 for funding actions has been removed.

4.5   Updated DD350 FSC Codes

FSC codes have been reorganized within the DD350 form. There are now two fields. The first selects the FSC category. Based on the category selection, the list of relevant codes is then made available for selection in a second drop-down window.

4.6   Update Modification Category

Users now will have the ability to update the type of modification (Unilateral versus Bilateral).

4.7   Unlock Bilateral Modifications

PCOs now have the ability to unlock a Bilateral Modification on the Government side while it is awaiting response.

4.8   Display Modification Number in Section G

The *Incremental Funding Amount* header in Section G has been updated to just say *Amount*. Also, SLINS/LLAs will now be grouped by the associated modification number, and the modification number will be displayed for each.

4.9   'Issued By' Block on Task Order

The *Issued By* block of the Task Order has been updated to reflect the negotiator's / contracting office's contact information. Previously this block was populated with the requesting program office's information.

4.10   Hide/Auto-fill 'Date Signed' on Task Order

The *Date Signed* block field on the Task Order is no longer a fill-in field. It is automatically populated when the TO is executed.